

PROFESSIONAL ENGINEER – REQUEST FOR REINSTATEMENT APPLICATION

Please return this entire page to the address above after answering all questions and signing the form – failure to do so will delay your renewal. Be sure to enclose your renewal fee. Make checks payable to: Indiana Professional Licensing Agency.

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| PROFESSIONAL ENGINEER Registration Renewal Form | Name: | <u>Registration Number</u> | <u>Date Expires</u> | <u>Renewal Fee</u> |
| | Answer all questions below by circling the correct response: | | | |
| | 1. Since you last renewed, has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending? | YES | NO | |
| | 2. Since you last renewed, have you been denied a license, certificate, registration or permit in any state? | YES | NO | |
| | 3. Have you been convicted of or pled guilty to a violation of a federal or state law – or are criminal charges pending? | YES | NO | |
| | ANSWER CE Questions Below: Have you met the continuing education requirement to renew in “Active” status (see below**)? YES NO N/A If your registration is on “Active” status and your CE requirement is not met – do you want to renew as INACTIVE? YES NO N/A You must sign and date below. By signing this form, you are attesting that the information on this renewal is true and correct and that you have met all required continuing education hours, if applicable. If this form is not completed correctly it will be returned, and your renewal will be delayed. | | | |
| I hereby swear or affirm under the penalties of perjury that I understand and have answered the questions true to the best of my knowledge. | <u>Signature Of Applicant (respond Yes or No to all questions)</u> | | <u>Date Signed</u> | |
| E-mail Address: | | | ADD A LATE FEE of \$50 if POSTMARKED AFTER July 31, 2012 | |

- **IF YOU ANSWERED “YES” to questions 1-3**, you must provide a signed statement that explains all the related details. You must include the violation, location, date, and disposition of the event. Letters from attorneys, insurance companies, court documents, or other relevant documentation should be included with your statement.
- **RENEW ONLINE!** Renewing online is quick, simple, and is the fastest way for your registration to be renewed! To renew online, go to www.pla.in.gov. Your login ID is your registration number. Your password is the last four digits of your social security number. You can update your address and other demographic information during your renewal or any other time by logging in to your records online.
- ****ACTIVE STATUS:** Pursuant to IC 25-31-1-17.5 and 864 IAC 1.1-15, to renew in “ACTIVE” status, a registrant whose registration was issued prior to August 1, 2010 must obtain thirty (30) hours of continuing education (CE); a new registrant whose registration was issued August 1, 2010 – July 31, 2011 must obtain fifteen (15) hours of CE; a new registrant whose registration was issued from August 1, 2011 – July 31, 2012 is not required to obtain CE. **If you hold an “ACTIVE” registration and have NOT completed the CE requirements necessary to renew the registration in “ACTIVE” status, you can only renew your registration under the “INACTIVE” status or not renew at all. A registrant on “INACTIVE” status may not practice. All fees are non-refundable.**
- **INACTIVE STATUS:** If your current registration status is “INACTIVE”, you must renew the registration under that same status. If you wish to change the status from “INACTIVE” to “ACTIVE”, you will need to contact the board and request an Application for Reactivation of Inactive Registration. In “INACTIVE” status, you are not required to complete the continuing education requirements. To activate an inactive registration, you must comply with Indiana .
- **QUESTIONS:** Please contact us by email at pla10@pla.in.gov or by phone at (317) 234-3022. During renewals, our phones can be very busy and there may be a long wait.
- **EXPIRED REGISTRATIONS:** If your registration has been expired for LESS than 3 years, you may submit this application with the late fee, and proof of having completed your required CE to renew in “ACTIVE” status. If your registration has been expired for MORE than 3 years, you will need to contact our office by email at pla10@pla.in.gov or by phone at (317) 234-3022.